

THE NEWSPAPER CONTEST TEMPLATE OPENS MONDAY, JAN. 30

Suggestion: Gather your entries into one folder on your desktop and label them so you know what category they go in before beginning to upload your entries.

Combine parts of an entry into one file before uploading whenever possible. This makes uploading and judging easier.

Missouri Press Foundation 2023 Newspaper Contest Entry Instructions

Entries to the Missouri Press Foundation's Newspaper Contest are submitted using BetterBNC Online Journalism Awards Platform. If you have questions contact Matthew Barba at Missouri Press, (573) 449-4167, mbarba@mopress.com.

IMPORTANT: While BetterBNC can work with other internet browsers, it is optimized for Google Chrome. Download it at <http://www.google.com/chrome>.

DEADLINE: There is no need to wait until the deadline to upload your entries! The contest template will close at 11 p.m. Friday, April 7, and will not accept entries after that — no exceptions. You may begin uploading your entries now.

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FOLLOW THESE STEPS, IN ORDER:

Login: Go to <http://www.betterbnc.com>. Click one of the Contestant Login buttons.

— If you are the single point of contact for your organization, select Contestant Manager. NOTE: Once you have submitted 2 entries, you will receive an email validating your Contestant Manager account, enabling you to create an Authorized Entrant account to make entries on behalf of your newspaper.

* If you have received an email authorizing you to submit entries, select Authorized Entrant the next time you log on.

— In the Select a Contest menu, select 2023 Missouri Better Newspaper Contest.

— From the Select Media Organization, choose your newspaper (if your newspaper is not in the menu, contact Missouri Press immediately).

* If you entered the contest in 2022, your previous year's password will remain valid. If your contact person has changed and you need your password and/or email reset, please email kfortier@mopress.com or mbarba@mopress.com.

— If your newspaper is a new entrant, enter the temporary Password, which is "bnc" for all new entrants and click "Login". The first time you log in, the system will prompt you to create a secure password.

— **Submitting Entries:** Select in the template the same division/circulation code for each of your entries, according to whether your newspaper is a weekly or non-weekly, and your circulation. Your paper's circulation division is based on the most recent information reported to MPA. All papers in each

division/circulation class will use the same code in the template. These codes allow the software to divide entries into the appropriate group for judging.

* **Dailies Circulation Classes & Codes:** 0-5,000 (D1); 5,001-15,000 (D2); 15,001 and over (D3).

* **Weeklies Classes & Codes:** 0-2,000 (W1); 2,001-5,000 (W2); 5,001 and over (W3).

— On the **Manage Entries** page, click **Submit Entry** (left side). Select the appropriate Division (grouping of categories -- Writing, Photos, General, etc.).

— Select the appropriate **Category**.

* **IF APPLICABLE:** Read the corresponding Category Note (directly below the Category selection box), describing the category's requirements. Complete the Headline/Title field.

— **Add entry content:** Suggestion: Gather your entries into one folder on your desktop and label them so you know what category they go in before beginning to upload your entries.

* To upload entries that are digital files (other than audio/video), click Browse, navigate to the desired file, and select Open. Allowed file types are PDF, DOC, TXT, JPG, GIF, and PNG.

* Please combine parts of an entry into ONE file before uploading whenever possible. This makes uploading and judging less time-consuming. If more than one attachment is required for an entry, click Attach More and repeat these steps.

* If you reach a point where you cannot add any more attachments to an entry, you may have reached the attachments limit set by your contest administrator. In this event, delete your entry, combine the parts into a single file and upload the new file.

NOTE: Please try to keep file sizes under 5mb to aid judges in accessing entry content. For larger files such as Special Sections, options include Dropbox, Google Drive, or any service that lets you "share" files via URL. Please make sure the file is public or a password is provided and that it can be printed. If a file cannot be easily accessed, it could be skipped over for judging.

IF APPLICABLE: To add digital-only content or audio/video entries, copy and paste the content's web address into the provided website URL field. To host your content online, either upload it to a free *streaming content* website (e.g. YouTube) or talk to your IT person about adding it to your website. Make sure the content will be accessible online throughout the contest and awards process. Here are some examples of free *streaming content* websites where you can upload audio and video content: Audio: www.kiwi6.com, www.tindeck.com; Video: www.youtube.com.

IMPORTANT: Ensure that items are not behind a paywall or a password-protected area. If they are, you must provide username/password info in the Comments section of your entry. Judges may disqualify your entry if work samples are inaccessible.

VERY IMPORTANT: Pay for your entries! Pay your contest fees by check postmarked by the entry deadline or credit card. Failure to pay will result in your entries being disqualified.

The 2023 BNC entry fee structure is as follows:

Entries uploaded before March 1: \$6 per entry;

Entries uploaded before April 1: \$7 per entry; and
Entries uploaded April 1-7: \$10 per entry.

Make checks to Missouri Press Foundation/BNC and mail to 802 Locust St., Columbia, MO 65201-4888 or pay by credit card by calling MPA's Marcie Elfrink at (573) 449-4167, ext. 300.

ONLINE PAYMENT METHOD: You may also pay through Missouri Press Association's website. To use this method of payment, fill out the form here: <https://mopress.wufoo.com/forms/zdxo2e81ib2pn4/>

The item on MPA's website store can be found here: mopress.com/product/better-newspaper-contest-entries/